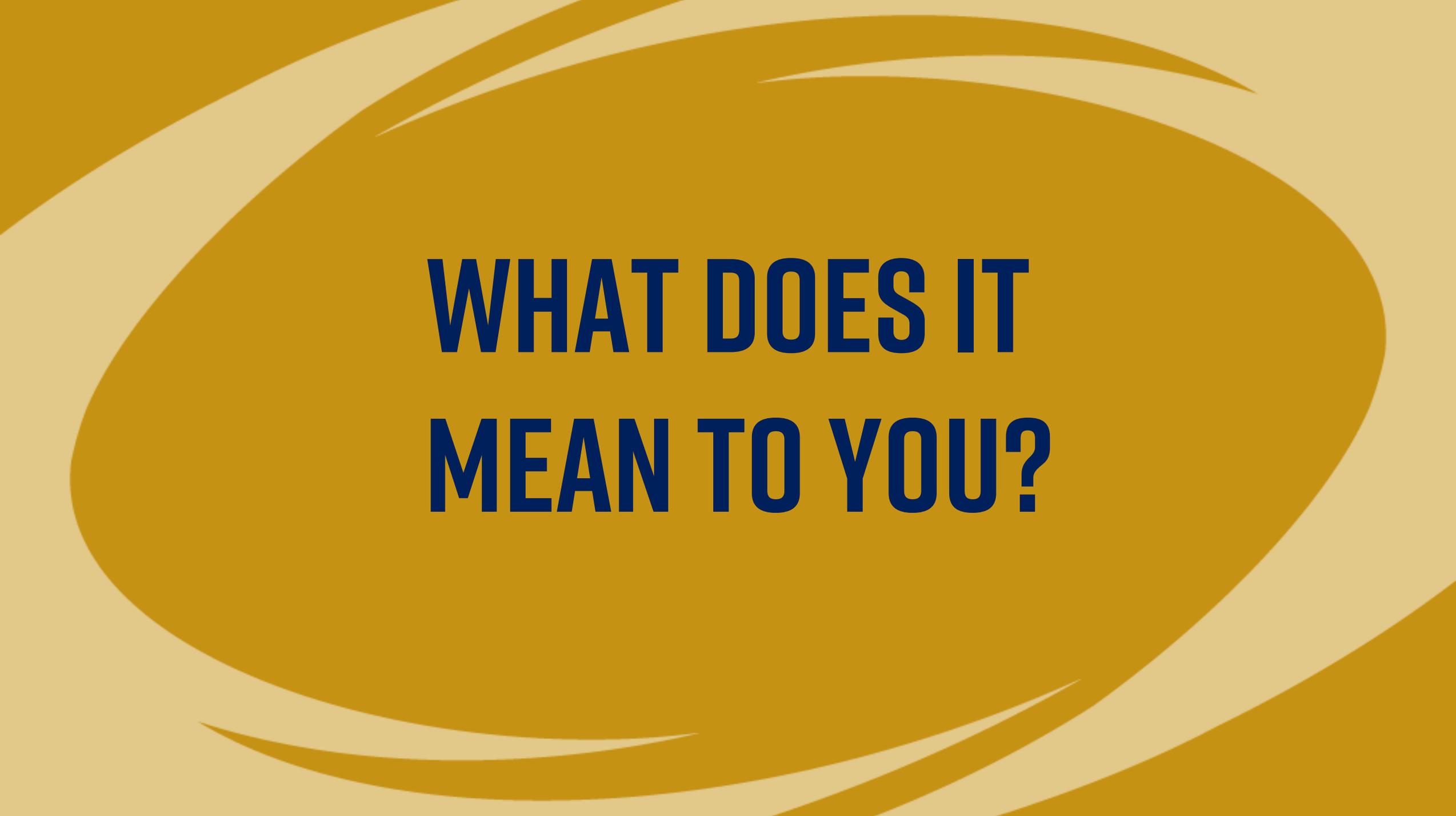


# PROFESSIONALISM THAT SETS YOU APART

2023 CAREER READINESS WEEK

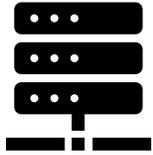


GEORGIA SOUTHWESTERN  
STATE UNIVERSITY



**WHAT DOES IT  
MEAN TO YOU?**

# PROFESSIONALISM



Set of internalized character strengths and values used for high quality service to one's work



The conduct, aims, or qualities that characterize or mark a professional person. - Webster Dictionary



A calling requiring specialized knowledge and oftentimes, intensive academic preparation.



The following of a profession for gain or livelihood.

# PROFESSIONAL ATTRIBUTES

A good role model for others

Time management skills

Honesty and Integrity

Accountability

Reliability

Considerate

Personal Image

# BEING A PROFESSIONAL

Communicate Effectively.



Network.



Show Up. Do the Work.

# PROFESSIONAL INTERACTIONS





**COMMUNICATION**

# PROFESSIONAL COMMUNICATION

- Uses standard terminology when communicating information
- Direct and unambiguous
- Non-Verbal communication
- Logical and concise



# APPLYING PROFESSIONALISM

Emotional  
Intelligence

Adaptability

# PROFESSIONAL EMAIL COMMUNICATION

Personal vs Student

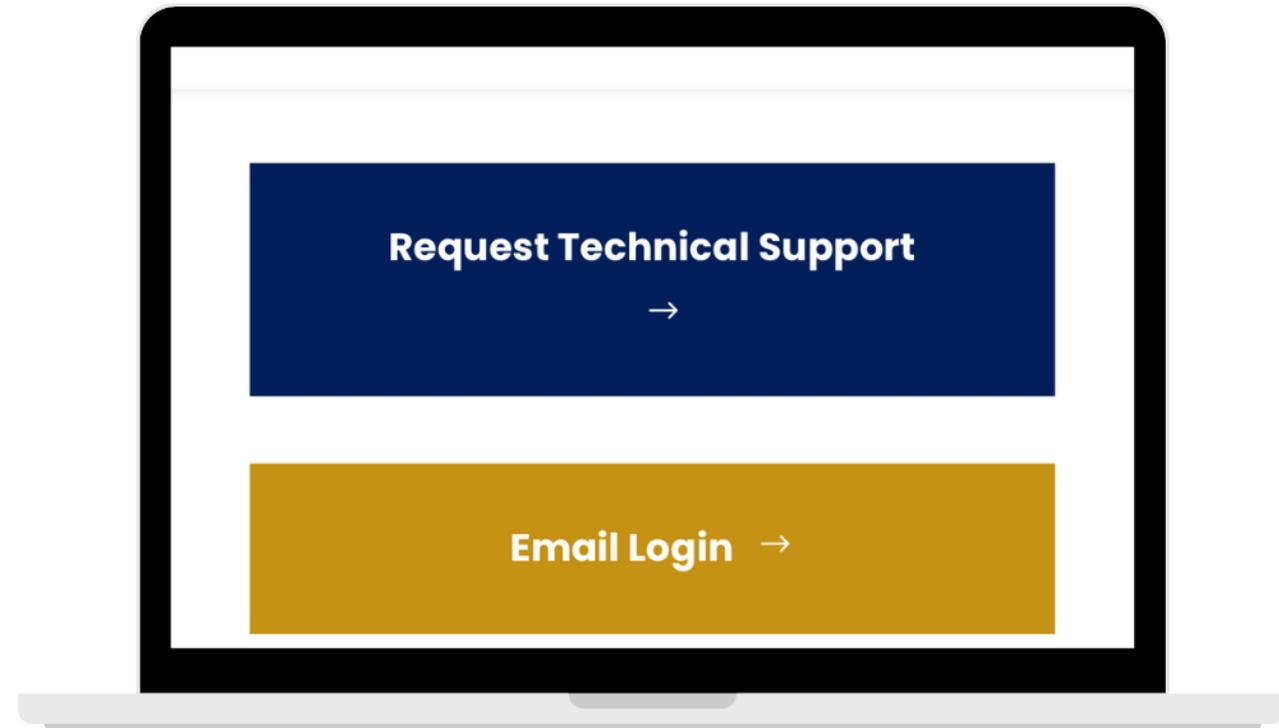
Say what you mean. Mean what you say.

Ask clarifying questions.

Email Etiquette

# EMAIL ETIQUETTE

- Include a signature.
- Subject lines.
- It's not only what you say but how you say.
- Are you yelling?
- Proof. Proof. Proof





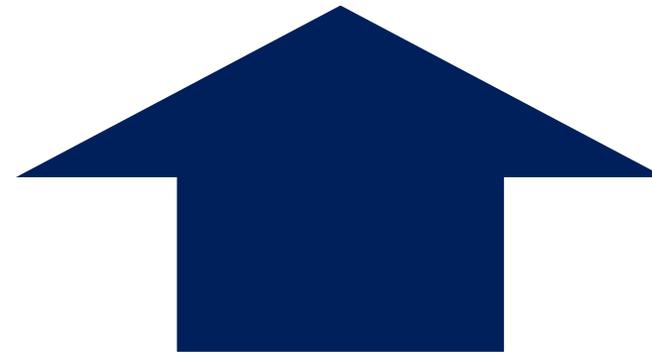
**LISTENING**

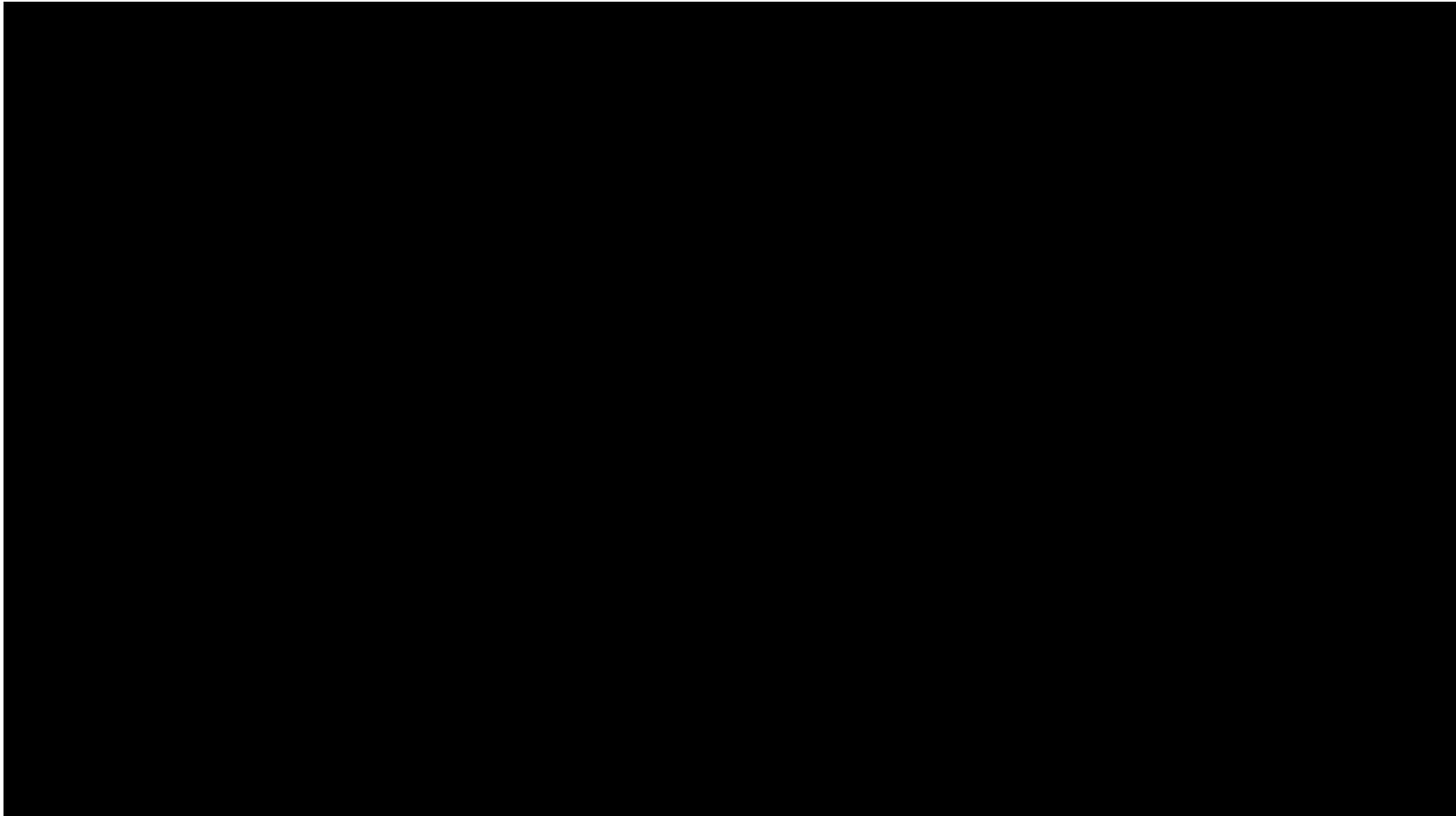


Listen to  
Hear



Listen to  
Respond





**DRESS FOR SUCCESS**

# CASUAL WORKDAY ATTIRE

## Sample baseline casual attire for men

Nice t-shirts or casual collared shirts

Dark and elegant denim

Tasteful sneakers



## Sample baseline casual attire for women

Tidy and fitted t-shirts, blouses, or sweaters

Clean and crisp denim

Open toe shoes



BUSINESS INSIDER

# BUSINESS CASUAL

## Sample business casual attire for men

Shirts and sweaters in a variety of colors and patterns

Slacks or corduroy pants

Relaxed but elegant shoes

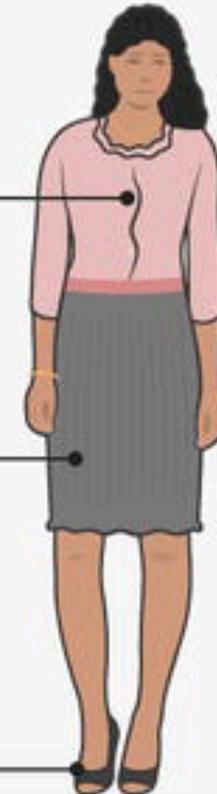


## Sample business casual attire for women

Short-sleeved tops, maybe with cardigans

Fashionable combinations of tops and vests with skirts or trousers

Open toe shoes



BUSINESS INSIDER

# EXECUTIVE CASUAL

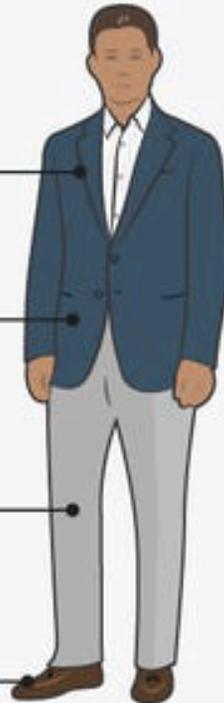
## Sample executive casual attire for men

Sports coats and jackets

Brightly colored or patterned shirts and ties

Dressy slacks

Loafers/monk-strapped shoes



## Sample executive casual attire for women

Bigger and unique jewelry and accessories

Bright colors and luxurious fabric

Fashionable outfit

Closed-toe shoes



BUSINESS INSIDER

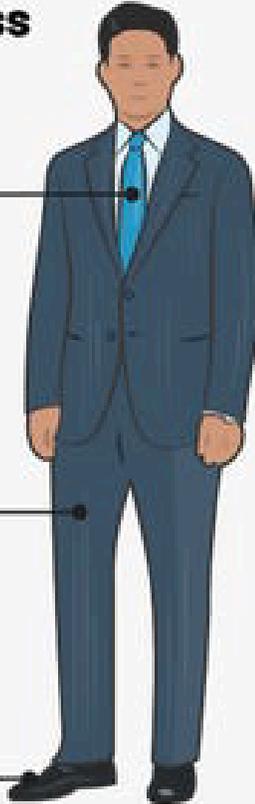
# BUSINESS FORMAL

## Sample traditional business attire for men

Traditionally patterned shirts and ties can be more brightly colored

Dark and subtly patterned suits

Relaxed but elegant shoes



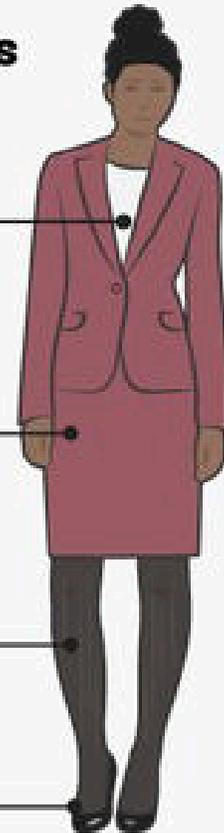
## Sample traditional business attire for women

Professional tops without a deep neckline

Suits can be more brightly colored

Tights

Closed-toe shoes



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# BOARDROOM

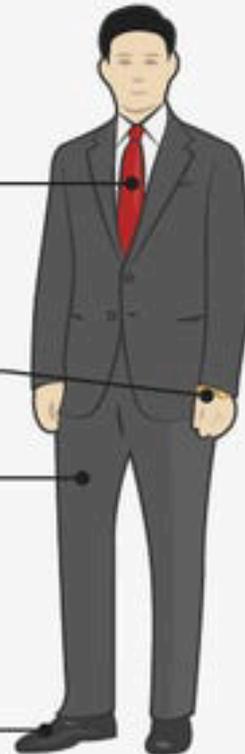
## Sample boardroom attire for men

Crisp white dress shirts and modest ties

High quality accessories

Dark charcoal gray or navy blue two- or three-piece suits

Black oxfords or derbys



## Sample boardroom attire for women

High-quality accessories

Collared dressshirts or blouses

Dark and classic suits

Black, closed-toe shoes



BUSINESS INSIDER

**HUMILITY**



**WORKFORCE READY**  
**CAREER READY**

**LOVE IS LOYALTY, LOVE IS TEAMWORK, LOVE RESPECTS  
THE DIGNITY OF THE INDIVIDUAL. THIS IS THE STRENGTH  
OF ANY ORGANIZATION.**

– *VINCE LOMBARDI*

# **QUESTIONS?**

**CONTACT COURTNEY HARMON, ASSISTANT DIRECTOR OF FIRST YEAR EXPERIENCE  
COURTNEY.HARMON@GSW.EDU**

# RESOURCES

- **The Art of Effective Communication | Marcus Alexander Velazquez** <https://youtu.be/2Yw6dFQBkIA>
- **How to Have a Good Conversation | Celeste Headlee | TEDxCreativeCoast** <https://youtu.be/H6n3iNh4XLI>
- **The Art of Listening | Simon Sinek** <https://youtu.be/qpnNsSyDw-g>
- **Emotional Intelligence:** [https://www.indeed.com/career-advice/career-development/how-to-improve-emotional-intelligence?acid=&gclid=Cj0KCQiA09eQBhCxARIsAAYRiynzeFmOWLSE97OxTV3htOt0Do25C6VFBlc5r4I\\_gyYo3ygQtSUoLagaAg-gEALw\\_wcB](https://www.indeed.com/career-advice/career-development/how-to-improve-emotional-intelligence?acid=&gclid=Cj0KCQiA09eQBhCxARIsAAYRiynzeFmOWLSE97OxTV3htOt0Do25C6VFBlc5r4I_gyYo3ygQtSUoLagaAg-gEALw_wcB)
- **Dress your Best:** <https://www.businessinsider.com/how-to-dress-for-work-business-attire-2014-8#boardroom-attire-tends-to-be-more-tailored-high-end-and-conservative-5>

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